

Coordinator: Grounds

GENERAL SUMMARY

Primary function of the job is to coordinate ground maintenance and landscaping activities for all County property. Responsibilities include training and assigning staff to projects and work areas, developing and overseeing landscaping plans, and prioritizing ground improvement projects.

Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Oversees the work of designated grounds staff, including training, assigning work, scheduling, and providing input on appropriate performance standards in accordance with County objectives.
- Inspects work sites to ensure all safety precautions, regulations and equipment are utilized appropriately, and that work complies with county building codes.
- Coordinates and monitors the work of external contractors.
- Sprays trees and shrubs, and applies supplemental liquid and dry nutrients to lawn and trees.
- Creates proper care programs to ensure proper horticulture and arboriculture maintenance of County lands.
- Develops a maintenance schedule and coordinates maintenance of equipment such as mowers, pruners, saws, sprayers, sprinklers and sprinkler systems and snow removal.
- Assesses and coordinates the maintenance and repair of roadways, parking areas, and walkways, including snow and ice removal.
- Designs, develops, and implements programs for turf management, landscaping and annual flower bedding.
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.
- Monitors area budget activity, and identifies and reports potential financial overruns and variances at an early stage.
- May perform other grounds staff functions as requested.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate's Degree in landscape/nursery and/or horticulture
- Two to four years' experience in landscape and/or horticulture, including one year as a crew leader

CERTIFICATIONS, LICENSES (minimum requirements)

- Certified Playground Inspector
- Certified Pesticide Applicator
- Must possess and maintain a valid Michigan Chauffeur Driver's License and must maintain eligibility to drive as per the County's Vehicle policy and the Michigan Department of Transportation regulations.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check LEIN check will be required initially with periodic review for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- Will be required to serve in an "on-call/ call-in" capacity
- Must be computer literate

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

Compared to Grounds Maintenance Worker classification, coordinates department staff assignments.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel or crouch; talk and hear; use hands to finger, handle, or feel.
- May be exposed to working in high and precarious places, moving mechanical parts, vibrations, fumes or airborne particles, infectious diseases, and criminal suspects or prison inmates.
- May be required to lift/move up to 50 pounds regularly.
- Will be required to use appropriate personal protective equipment according to current safety standards and practices.
- May be required to purchase appropriate footwear to be in compliance with current safety standards.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Basic knowledge of English grammar, spelling, punctuation and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles
- Skill in the use of tools and equipment necessary to perform the job
- Must be in good physical health necessary to perform the manual labor tasks
- Skill in all aspects of plant care including, design, implementation, analysis and maintenance
- Specialized knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- Working knowledge of plumbing and electrical systems
- Working knowledge of pool operation, chemical systems and filtration systems
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Ability to act quickly in emergencies
- Ability to read and interpret plans, diagrams, drawings, prints, schematics, etc.
- Ability to use arithmetic computations to measure, calculate quantities and costs, etc.
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently